

**(EXHIBIT A)**

**CENTRAL INTELLIGENCE GROUP  
NEW WAR DEPARTMENT BUILDING  
21st and VIRGINIA AVENUE, N.W.  
WASHINGTON, D.C.**

\_\_\_\_\_(Date)

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City & State \_\_\_\_\_

Dear Mr. \_\_\_\_\_:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective \_\_\_\_\_:

Position:

Base Salary: \$\_\_\_\_\_ per \_\_\_\_\_.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

**ASSISTANT CHIEF, PERSONNEL DIVISION**

ACCEPTED:

\_\_\_\_\_  
JSW:mbc